Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

SDRR User Manual for ACT Rosters

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes/New Features

- Change requests can now be edited – for example if state accountability was requested but the student should be accountable to a school, the request can be changed.
- On the Home page, there is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- On the Home page, there is also a list of tasks to accomplish during the roster period, so that users can check them off as they are completed.
- The student listing, transfer listing, and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in pdf or Excel format (can also use filters before exporting).
- Assistance with determining accountability can be found at http://goo.gl/yx9DTj (also linked from the accountability change form in the application), and enrollment information is available in CIITS.
- A site for practice and training can be found at https://oaa-adc.education.ky.gov/Sandbox/ and uses the same login credentials.

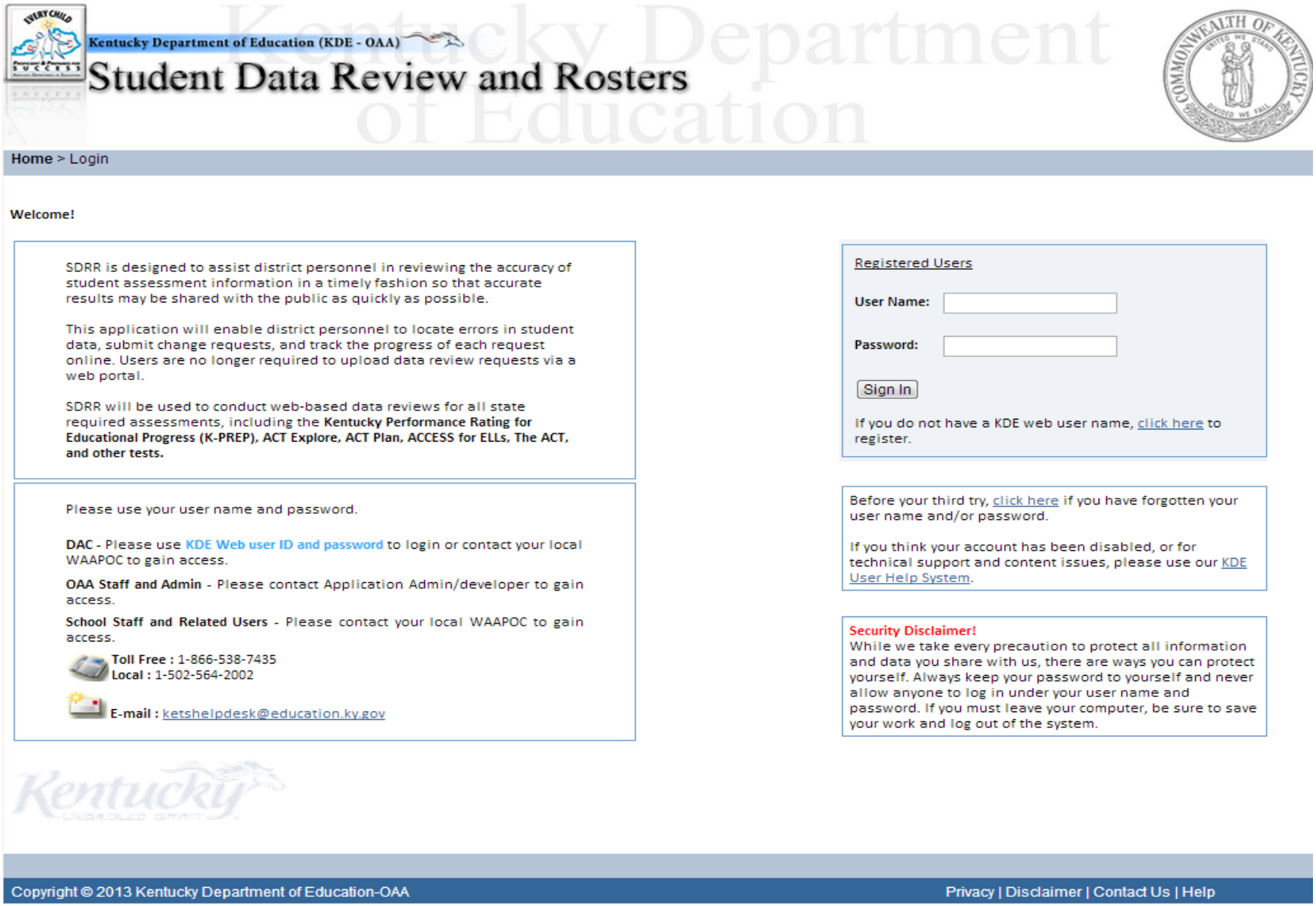
On the Student Listing:

- Ability to easily navigate to an open change request for a student (to update or cancel it), and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Most information during rosters is changed in Infinite Campus rather than SDRR – including Name, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch Status. If information that has been updated in IC is not reflected in SDRR the following day, please e-mail the Enterprise Data–KSIS team at kdedatarequest@education.ky.gov, providing detailed information, and they will assist you.
- The only fields that may be changed in SDRR during rosters are: Annotation, Accountability, Non-Participation, and Accommodations.
- Testing school cannot be changed during rosters. If student is no longer enrolled as of the first day of the testing window, the student record should be deleted. If the student is enrolled elsewhere, the testing school can easily add them.
- It is crucial that students who are no longer enrolled or not in the testing grade are deleted during rosters, as there is no way to delete students later during data review.
- Add students by entering their SSID. Demographic information is automatically pulled in from IC, and accountability changes and non-participation may be requested at the same time.
- The testing school can mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing details if needed. Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.
- Ability to choose multiple filters: users can make multiple filter selections, and then click the button to apply them.

We hope these changes are useful, and encourage users to provide feedback or suggestions to KDEAssessment@education.ky.gov.

Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.


Kentucky Department of Education (KDE - OAA)
Student Data Review and Rosters
Home > Login
Welcome!
SDRR is designed to assist district personnel in reviewing the accuracy of student assessment information in a timely fashion so that accurate results may be shared with the public as quickly as possible.
This application will enable district personnel to locate errors in student data, submit change requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.
SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress (K-PREP), ACT Explore, ACT Plan, ACCESS for ELLs, The ACT, and other tests.
Please use your user name and password.
DAC - Please use KDE Web user ID and password to login or contact your local WAAPOC to gain access.
OAA Staff and Admin - Please contact Application Admin/developer to gain access.
School Staff and Related Users - Please contact your local WAAPOC to gain access.
Toll Free : 1-866-538-7435
Local : 1-502-564-2002
E-mail : ketshelpdesk@education.ky.gov
Registered Users
User Name:
Password:
Sign In
If you do not have a KDE web user name, click here to register.
Before your third try, click here if you have forgotten your user name and/or password.
If you think your account has been disabled, or for technical support and content issues, please use our KDE User Help System.
Security Disclaimer!
While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.
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Privacy | Disclaimer | Contact Us | Help

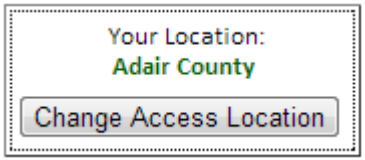
Please note that SDRR now works in Internet Explorer, Firefox, Safari and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the login box to request a hint if you have forgotten your user name and/or password.

Log In

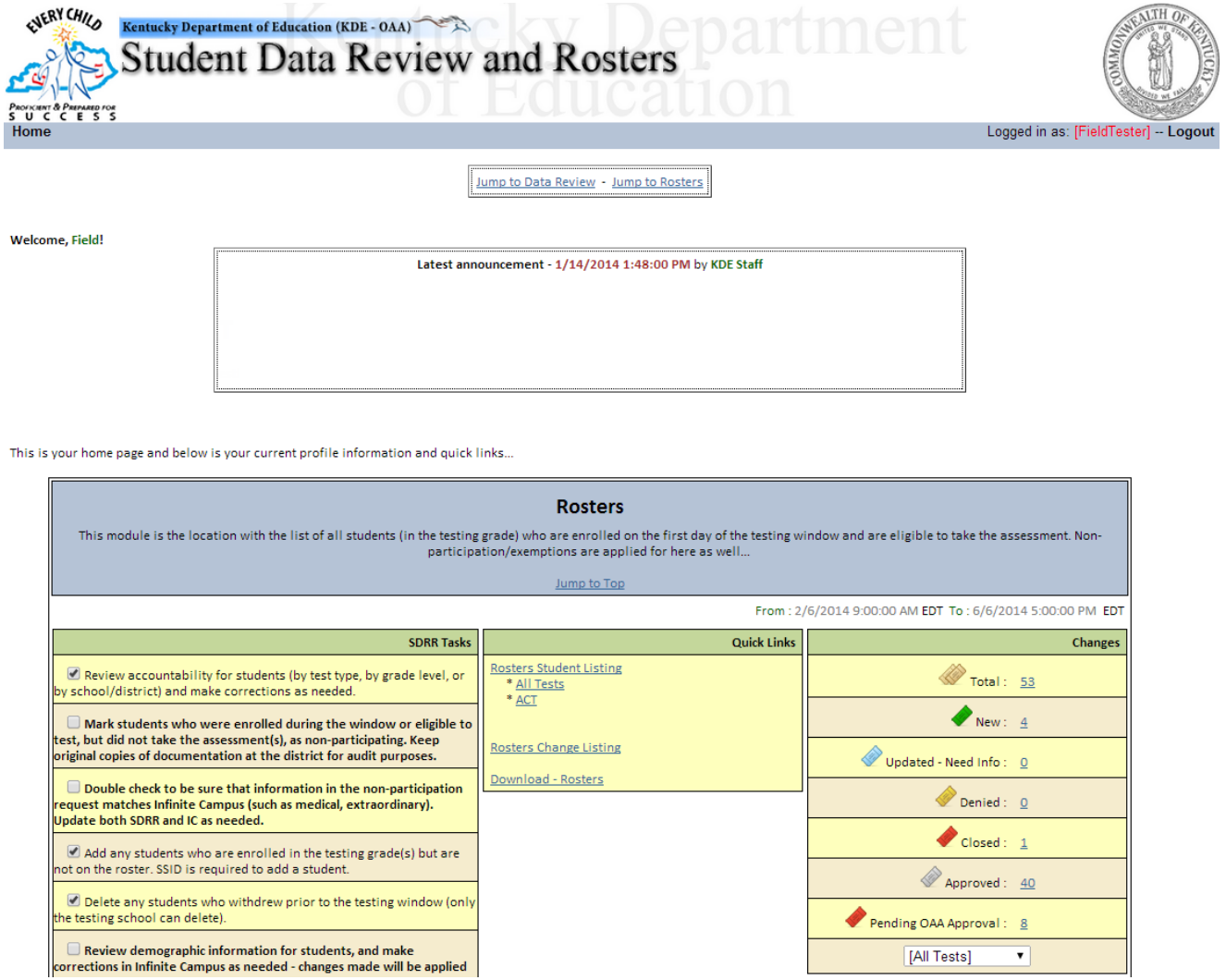
Enter your ID and password where indicated, in the blue box on the right side of the login page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

Data from multiple schools are available to you. However, you may only access one entity at a time.
Please select a school or district that is available to you from the list below, and the selected data will load automatically.
Adair County - Data Editor
Adair County High School - Data Editor
Atherton High School - Data Editor
Jefferson County - Data Editor
Go
Cancel



Home Page

After log in, the Home Page will appear:

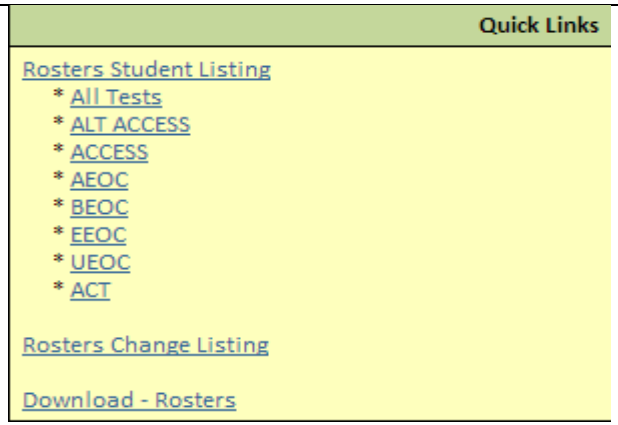

Kentucky Department of Education (KDE - OAA)
Student Data Review and Rosters
Home
Logged in as: [FieldTester] -- Logout
Jump to Data Review - Jump to Rosters
Welcome, Field!
Latest announcement - 1/14/2014 1:48:00 PM by KDE Staff
This is your home page and below is your current profile information and quick links...
Rosters
This module is the location with the list of all students (in the testing grade) who are enrolled on the first day of the testing window and are eligible to take the assessment. Non-participation/exemptions are applied for here as well...
Jump to Top
From : 2/6/2014 9:00:00 AM EDT To : 6/6/2014 5:00:00 PM EDT
SDRR Tasks
Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
Double check to be sure that information in the non-participation request matches Infinite Campus (such as medical, extraordinary). Update both SDRR and IC as needed.
Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.
Delete any students who withdrew prior to the testing window (only the testing school can delete).
Review demographic information for students, and make corrections in Infinite Campus as needed - changes made will be applied
Quick Links
Rosters Student Listing
* All Tests
* ACT
Rosters Change Listing
Download - Rosters
Changes
Total : 53
New : 4
Updated - Need Info : 0
Denied : 0
Closed : 1
Approved : 40
Pending OAA Approval : 8
[All Tests]

- The dates that Rosters will be open are displayed, and important information will be shown in the Latest announcement box.

- On the left, there is a list of tasks that should be completed during the roster window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during rosters.

☐ **Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.**
☐ **Double check to be sure that information in the non-participation request matches Infinite Campus (such as medical, extraordinary). Update both SDRR and IC as needed.**
☐ **Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.**
☐ **Delete any students who withdrew prior to the testing window (only the testing school can delete).**
☐ **Review demographic information for students, and make corrections in Infinite Campus as needed - changes made will be applied to all tests for a particular student (this includes Name, Grade, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, and Lunch status).**
☐ **Mark students as Yes/No, if they have an IEP and received accommodations during assessment. There is no need to indicate the specific accommodations received.**
☐ **Be sure to review all available assessments – depending on the time of year, these may include K-PREP, Alternate K-PREP, ACT EXPLORE, ACT PLAN, The ACT, College/Career Readiness, End-of-Course exams, ACCESS, and Alternate ACCESS.**
☐ **Review Rosters Change Listing in SDRR, noting any Denied or Updated change for possible further action.**
☐ **Update any student changes that are marked as Updated by OAA staff, to provide the information requested.**
☐ **Before the end of the Roster window, export copies of the Rosters Student Listing and Rosters Change Listing, storing them securely in the district.**

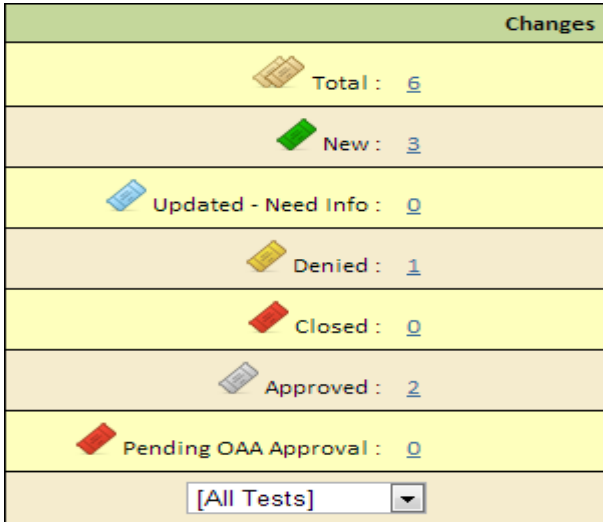
- There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and Download page.



Test Types

All Tests – includes all assessments
Alternate ACCESS
ACCESS
Algebra II EOC
Biology EOC
English II EOC
US History EOC
The ACT

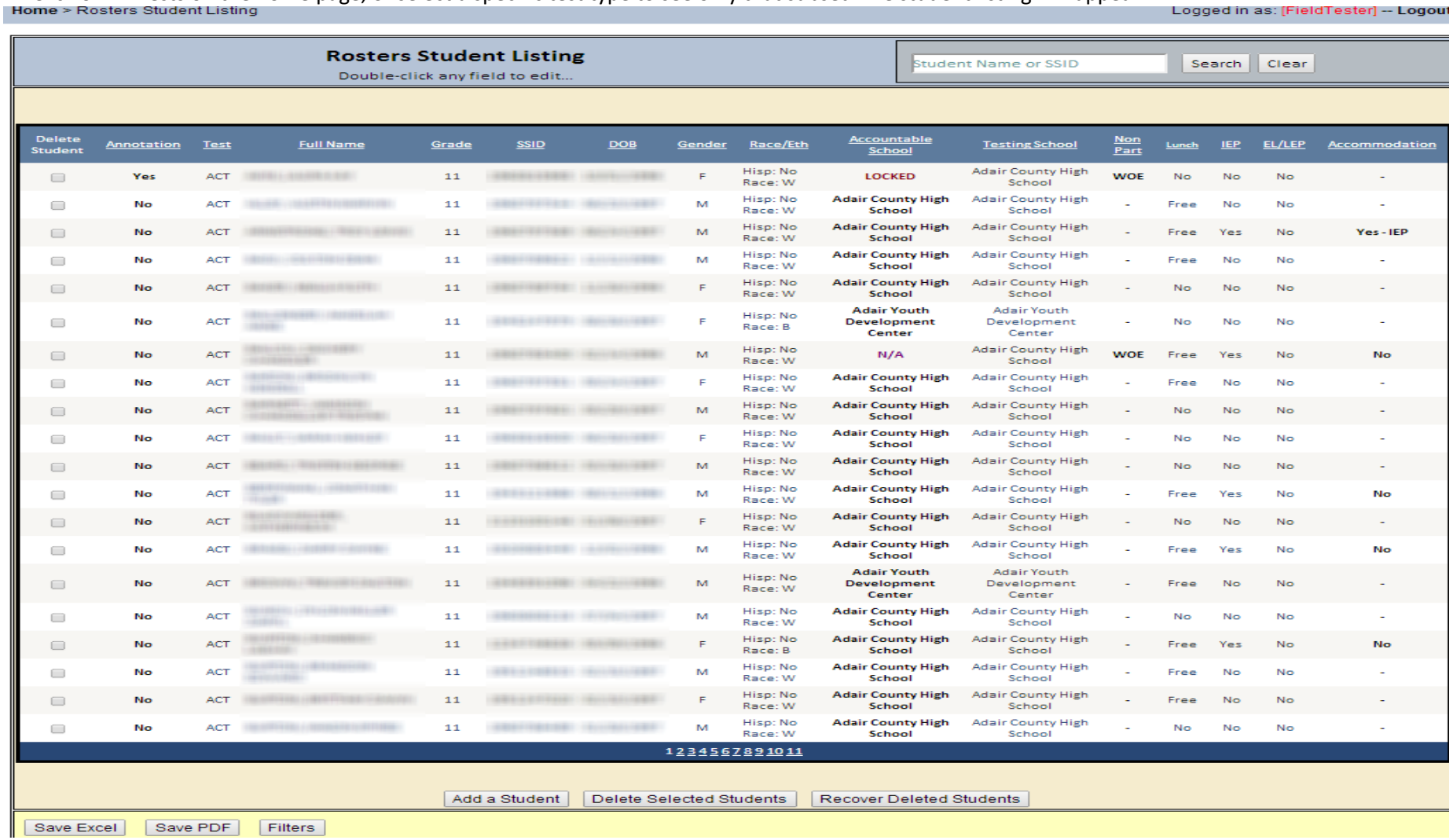
- There are counts for the different student change statuses. These are clickable links; users can click on Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Rosters Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.



- Total: All changes requested for school or district
- New: Changes which have not yet been processed by OAA
- Updated – Need Info: Changes which have been updated by OAA, and additional information is needed from the school/district
- Denied: Changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in the record)
- Closed: Change request was cancelled by school or district
- Approved: Changes which have been processed by OAA or were automatically approved (such as Accommodations)
- Pending OAA Approval: Changes which have been updated by school/district and are waiting for OAA action

Student Listing

- Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

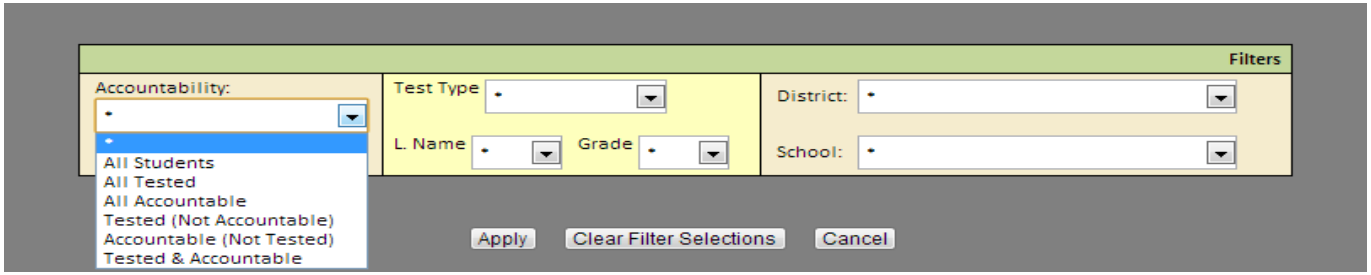


- The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

1. Click on the Filters button at the bottom left.
2. You can filter the student list to view different groups as follows:
    - By accountable and/or tested
    - By first letter of last name
    - By grade level
    - By assessment/test type

3. District level users will also be able to filter by schools within their district. School level users will only see their own school.



Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

- All Students or * – all students who were accountable and/or tested (for data review, this will be the default view)
- All Tested – **this is the default setting on the filter for rosters** - all students who were tested at this school/district, regardless of their accountability
- All Accountable – all students accountable to this school/district, regardless of their testing school
- Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere
- Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere
- Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

If filters have been applied, the export will reflect those selections.

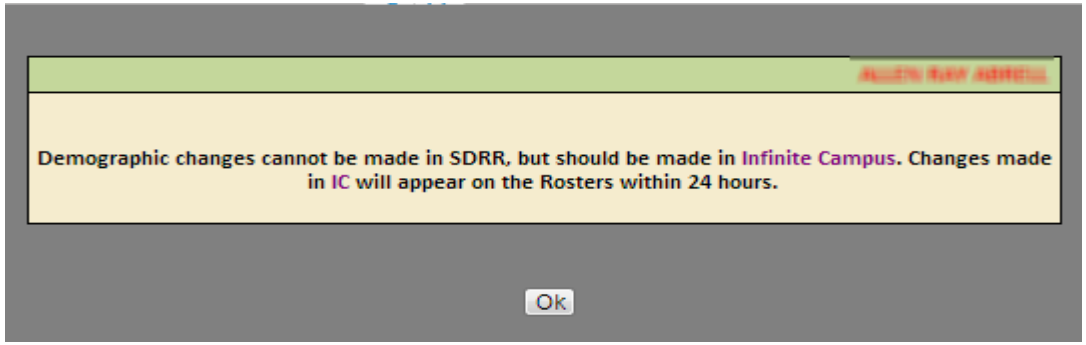
Actions and When to Use

Change accountable school	• Student had 100 days enrollment (full academic year) at an A1 school other than the testing school in 2013-14, as of the first day of the 5 day spring summative testing • Student is enrolled in an alternate or FMD program and is being tracked back to the A1 home school • Student is being coded to the state because he/she did not have 100 days in a single school or district, or had 100 days in a court-ordered/state agency-placed setting • Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but did not have 100 at any single school
Annotate and Delete from roster	• Student withdrew prior to the first day of the testing window • Student is not in the grade being assessed
Mark as Non-Participating	• Student was actively enrolled, but did not complete the assessment for one of the allowable reasons • Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should complete the assessment
Annotate	• Reminder for administrator of testing irregularity, including student work ahead or interruption of assessment for tornado or fire alarm; to denote accommodations given on the Medical Emergency Form; or for any other information that may be pertinent for this student • To indicate the reason before deleting a student from the roster • To retain a record of demographic changes made in Infinite Campus, optionally • Annotations are created automatically when a student record is added or deleted

Change Student Information

- All student information can be viewed on the Student Listing, but only a few fields may be changed in SDRR. Demographic information is being pulled from Infinite Campus on a nightly basis. If any of the following fields are incorrect in SDRR, changes should be made in IC.

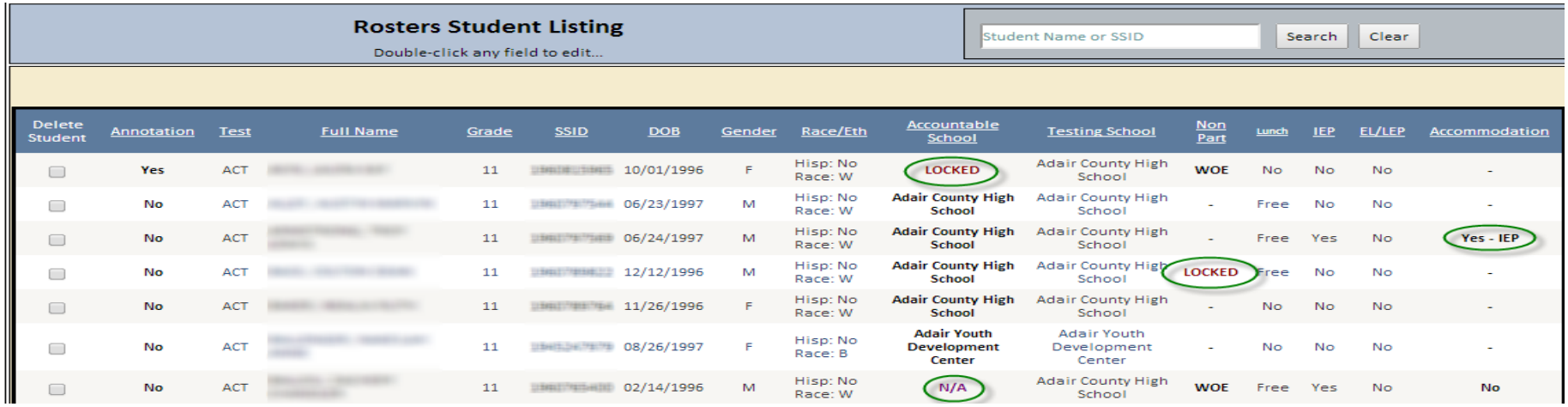
  - Name
  - Grade
  - SSID
  - Date of Birth
  - Gender
  - Race/Ethnicity
  - Lunch status
  - IEP
  - EL/LEP


Demographic changes cannot be made in SDRR, but should be made in Infinite Campus. Changes made in IC will appear on the Rosters within 24 hours.
Ok

- Changes made in IC should be reflected in SDRR the following day. If this is not the case, please double check the data in IC, and then e-mail the Enterprise Data–KSIS team at kdedatarequest@education.ky.gov, providing detailed information, and they will assist you.

- The only fields that can be changed in SDRR are: annotations, accountability, non-participation, and accommodations related to an IEP or Program Services Plan. Students may also be added to and deleted from the roster in SDRR.

- If Testing School is incorrect because a student has moved, the student should be deleted from the roster. Testing school cannot be changed in SDRR.



Rosters Student Listing

Double-click any field to edit...

Student Name or SSID | Search | Clear

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
	Yes	ACT		11		10/01/1996	F	Hisp: No Race: W	LOCKED	Adair County High School	WOE	No	No	No	-
	No	ACT		11		06/23/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
	No	ACT		11		06/24/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	Yes	No	Yes - IEP
	No	ACT		11		12/12/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	Free	No	No	-
	No	ACT		11		11/26/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
	No	ACT		11		08/26/1997	F	Hisp: No Race: B	Adair Youth Development Center	Adair Youth Development Center	-	No	No	No	-
	No	ACT		11		02/14/1996	M	Hisp: No Race: W	N/A	Adair County High School	WOE	Free	Yes	No	No

- Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used on the assessment. Students will have to be identified as having an IEP or PSP in Infinite Campus in order to have accommodations marked as Yes. Please note that 504 status is not being collected, nor are any accommodations related to 504 status.

- To change the available items onscreen, double click on the relevant field on the correct student's row, use the drop downs or checkboxes to make changes (varies depending on the field being changed), and click the Submit button. Click the Cancel button to return to the Student Listing without making any changes to the student. Specific instructions are in each relevant section of this manual.

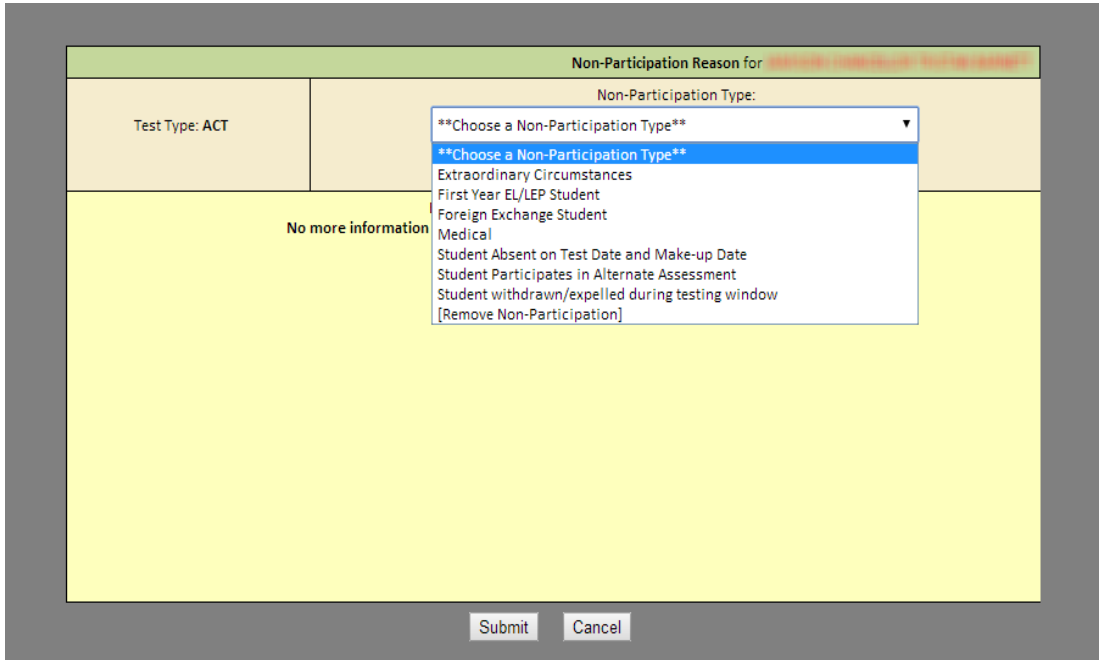
- Students with an open change request that has not been finalized yet have will have LOCKED on that field. Users can double click on LOCKED to view, update, edit, or close the change request, and will be able to navigate back to the Roster Student Listing.

- Once non-participation has been approved, the student will have N/A showing for accountability, as there is no accountable entity for a student who does not participate in the assessment.

Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type.



If Extraordinary Circumstances is chosen, then requestor must provide a detailed reason.

Examples:

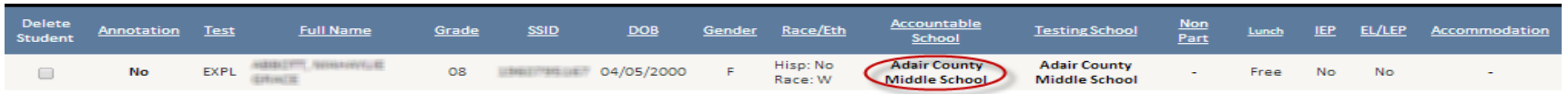
- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping

Absence is generally not adequate reason for non-participation to be approved.

- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove an approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list.

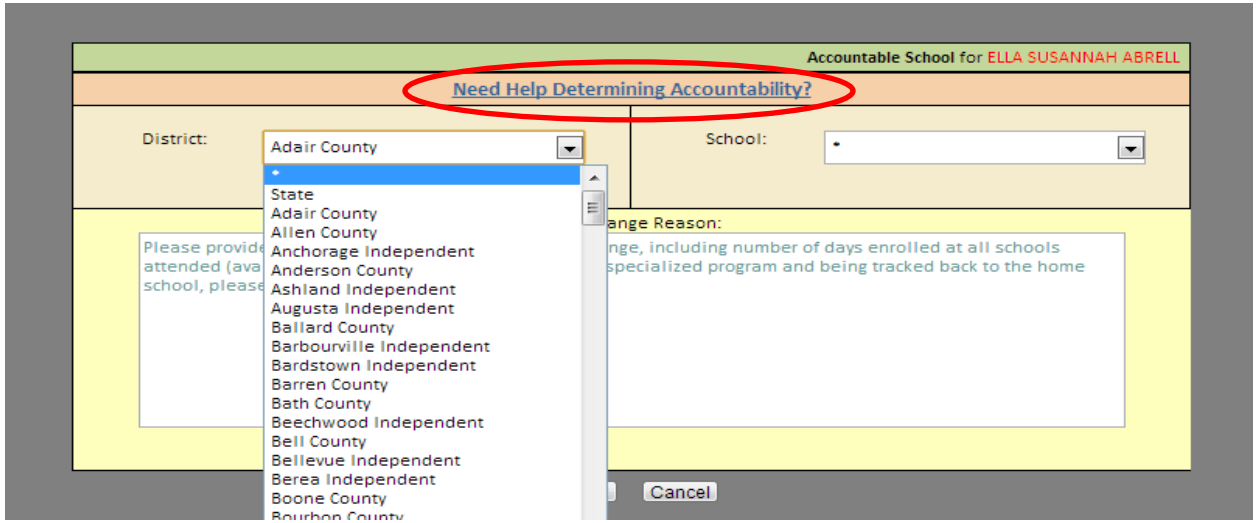
Change Accountable School

- Double click on the current accountable school for the student on the student listing.

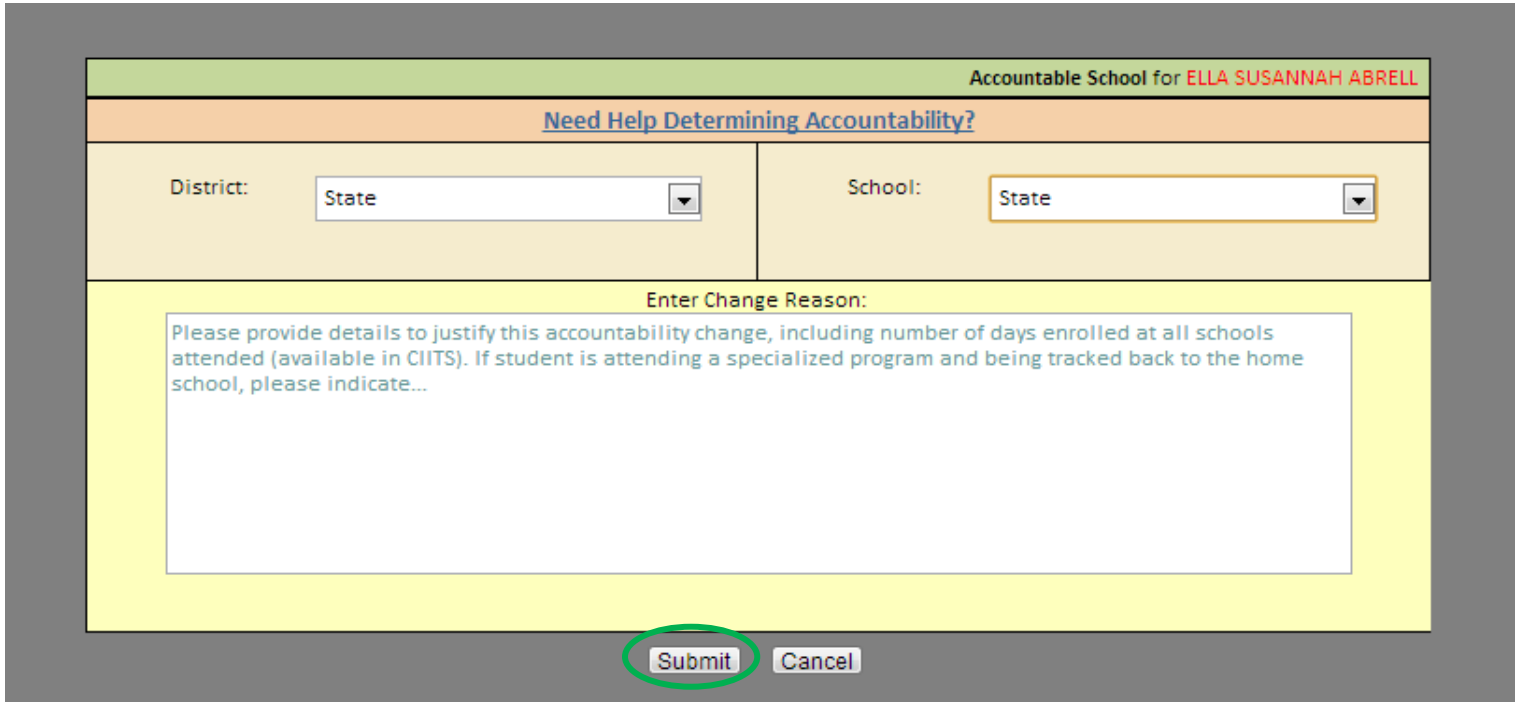


Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
☐	No	EXPL	[redacted]	08	[redacted]	04/05/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	Free	No	No	-

- If unsure how to correctly determine accountability, please review the flow charts on the last two pages of this manual, or click the "Need Help Determining Accountability?" link on the change form.
- Enrollment information may be confirmed in CIITS, which all school and district staff should be able to access.
- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school unless they had multiple enrollments within a district but did not have 100 days at a single school.
- If a student is being coded to a district (rather than an A1 school), please select that district in both dropdowns. If a student is being coded to the state, please select State in both dropdowns.
- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.



- Provide requested information onscreen, such as number of days enrolled or details of student being tracked back to the A1 home school.

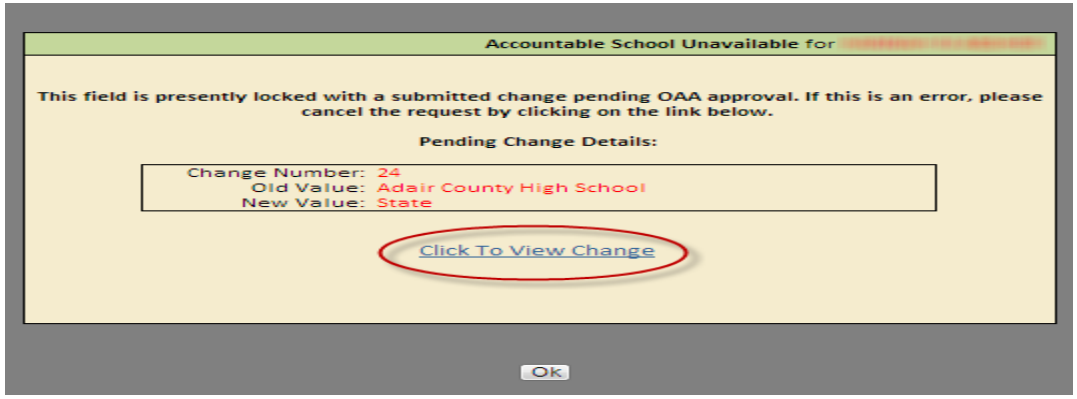

Accountable School for ELLA SUSANNAH ABRELL
Need Help Determining Accountability?
District:
State
School:
State
Enter Change Reason:
Please provide details to justify this accountability change, including number of days enrolled at all schools attended (available in CIITS). If student is attending a specialized program and being tracked back to the home school, please indicate...
Submit
Cancel

- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.

Editing/Updating Change Requests

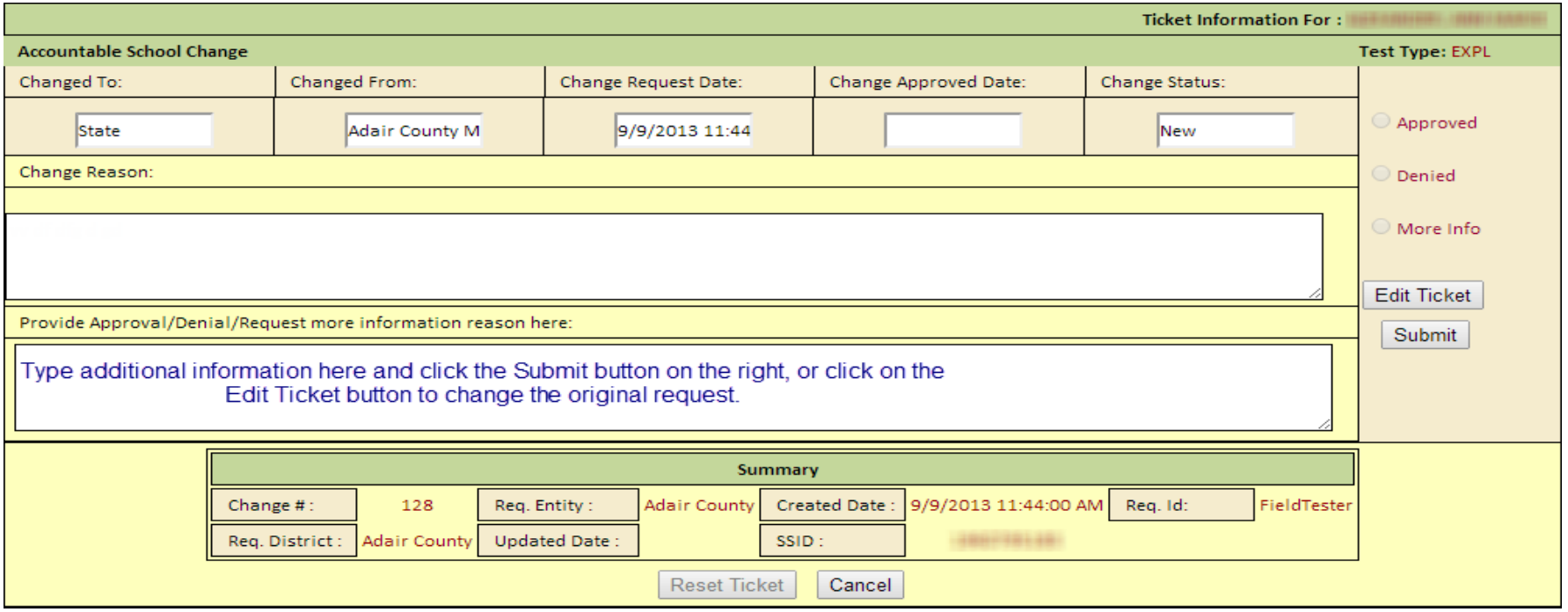
- Once a change has been requested, the field on the student listing will show as LOCKED until the change request is resolved. No additional changes can be made to this field until the change is finalized or cancelled. If the change request needs to be updated with additional information, edited, or cancelled, it can be accessed in three ways:

  - by clicking on the appropriate change request counts on the home page
  - by clicking on Rosters Change Listing on the home page
  - by double clicking on the LOCKED field on the Student Listing, which brings up the information shown below


Accountable School Unavailable for
This field is presently locked with a submitted change pending OAA approval. If this is an error, please cancel the request by clicking on the link below.
Pending Change Details:
Change Number: 24
Old Value: Adair County High School
New Value: State
Click To View Change
Ok

- Click on the circled link as shown above to update, change or cancel the change request, or click on Ok at the bottom to return to the student listing.
- After clicking Click To View Change, the information below will appear. Users can return to the student listing by clicking the link at the top, update or edit the change request/provide information requested by OAA by clicking on the icon in the Details column, or cancel the request by clicking on the red X.

- Users can provide additional information as shown below, or can edit the request



- For example, if state accountability was requested and new information indicates that a student should be accountable to a school instead, in the past the original change request had to be closed or denied, and a new change requested. Now, users can simply change what was requested.

- It is important to note that the Edit Ticket functionality can be used to change the accountable entity or change the non-participation type requested, for example, but cannot change a request from an accountability change request to a non-participation request.

- This should greatly reduce the number of Denied change requests in the system, since school and district users will be able to change the request rather than closing it or OAA denying it.

Transfers

Rosters Transfers

Transfer Information For:

District - Adair County

School - *

Save Transfers In - Excel | Save Transfers Out - Excel

Save Transfers In - PDF | Save Transfers Out - PDF

Transfers In

Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-

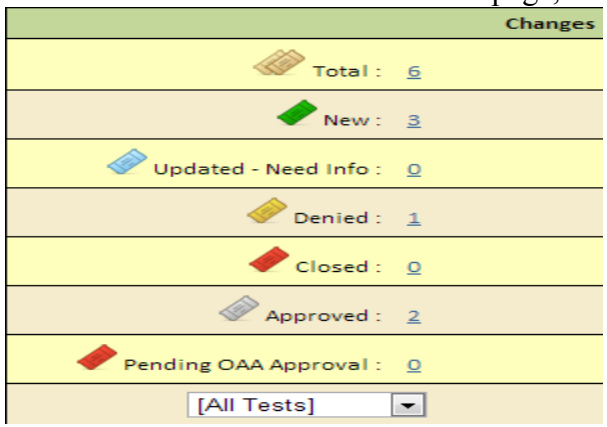
Transfers Out

Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:37:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-

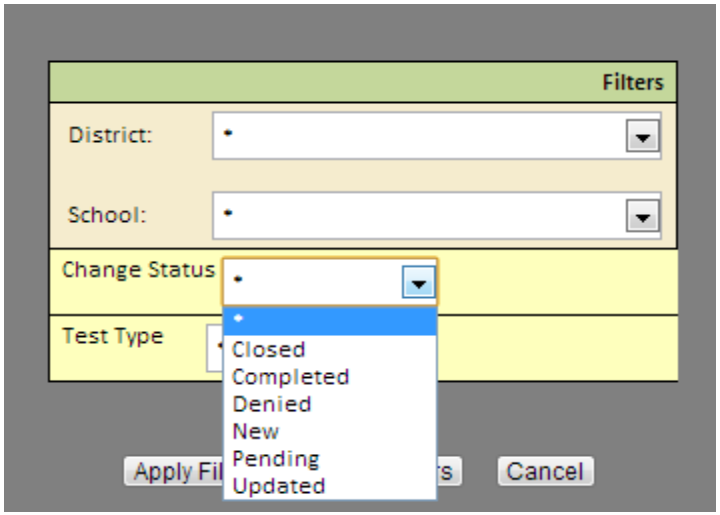
- Click on the Rosters Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district's accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be saved in Excel or .pdf formats by clicking on the buttons at the top and bottom of the page.

Rosters Change Listing

- Click on Rosters Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable – if the user clicks on the number for New or Denied on the home page, that subset of changes will appear onscreen.

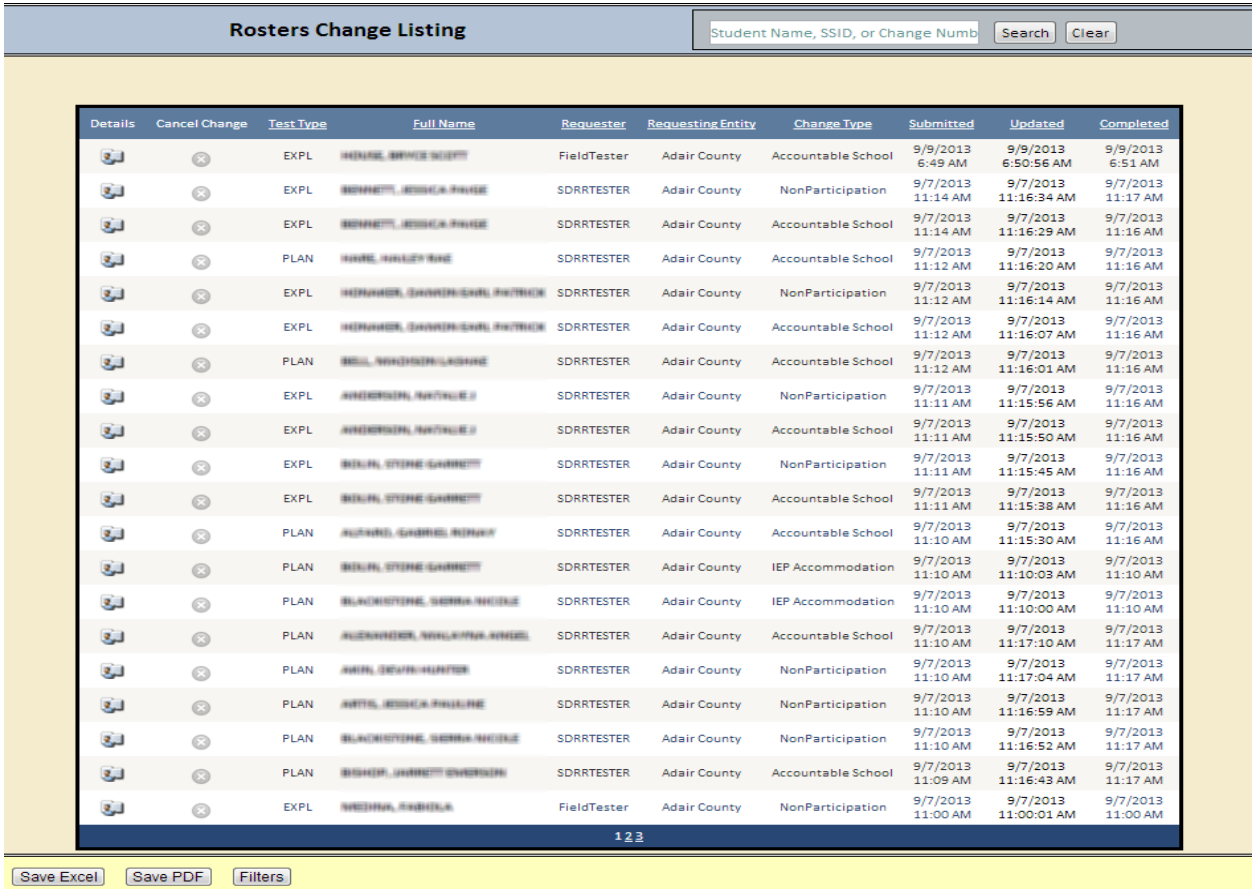


- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:



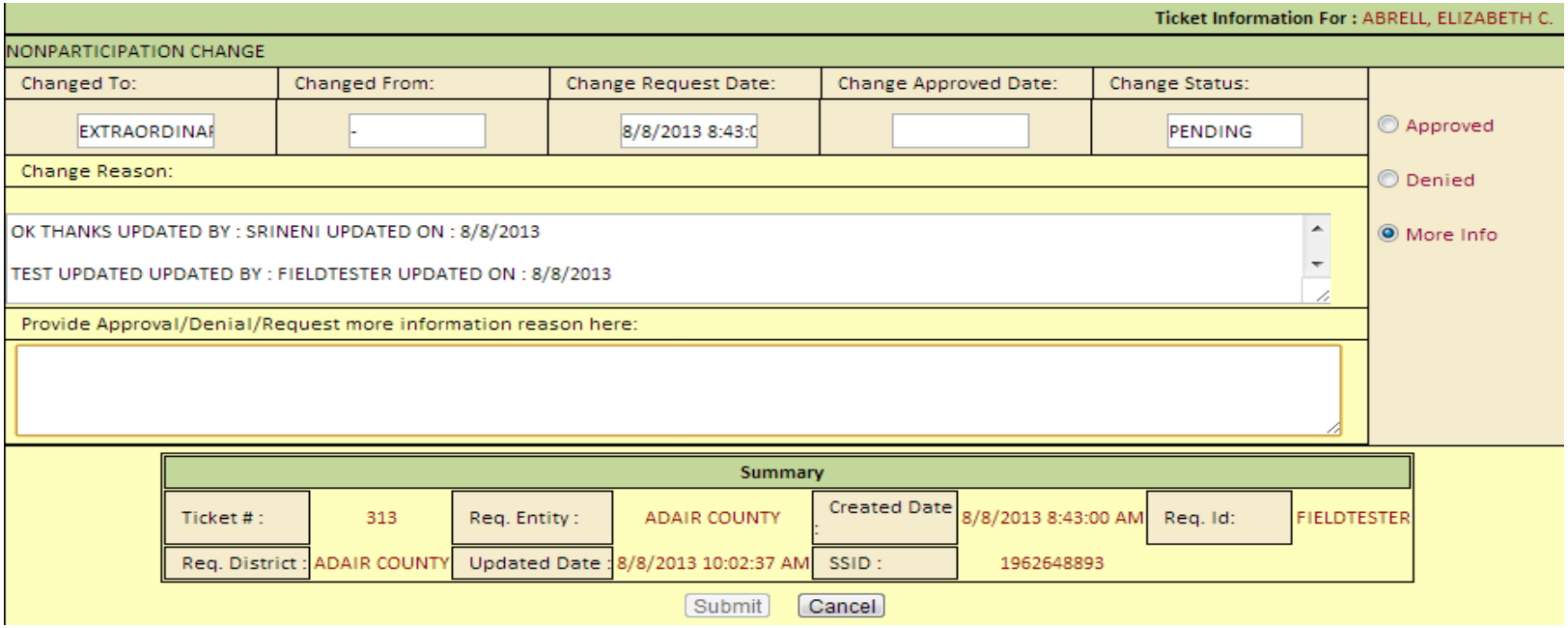
- The asterisk (*) will include all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by double clicking on the red X by that student's name, if the change request has not been finalized yet.
- Double click on the icon in the Details column to view, edit, or update the change request for this student. Only changes that have not yet been completed may be updated.


Rosters Change Listing
Student Name, SSID, or Change Numb
Search
Clear
Details
Cancel Change
Test Type
Full Name
Requester
Requesting Entity
Change Type
Submitted
Updated
Completed
EXPL FieldTester Adair County Accountable School 9/9/2013 6:49 AM 9/9/2013 6:50:56 AM 9/9/2013 6:51 AM
EXPL SDRRTESTER Adair County NonParticipation 9/7/2013 11:14 AM 9/7/2013 11:16:34 AM 9/7/2013 11:17 AM
EXPL SDRRTESTER Adair County Accountable School 9/7/2013 11:14 AM 9/7/2013 11:16:29 AM 9/7/2013 11:16 AM
PLAN SDRRTESTER Adair County Accountable School 9/7/2013 11:12 AM 9/7/2013 11:16:20 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County NonParticipation 9/7/2013 11:12 AM 9/7/2013 11:16:14 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County Accountable School 9/7/2013 11:12 AM 9/7/2013 11:16:07 AM 9/7/2013 11:16 AM
PLAN SDRRTESTER Adair County Accountable School 9/7/2013 11:12 AM 9/7/2013 11:16:01 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County NonParticipation 9/7/2013 11:11 AM 9/7/2013 11:15:56 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County Accountable School 9/7/2013 11:11 AM 9/7/2013 11:15:50 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County NonParticipation 9/7/2013 11:11 AM 9/7/2013 11:15:45 AM 9/7/2013 11:16 AM
EXPL SDRRTESTER Adair County Accountable School 9/7/2013 11:11 AM 9/7/2013 11:15:38 AM 9/7/2013 11:16 AM
PLAN SDRRTESTER Adair County Accountable School 9/7/2013 11:10 AM 9/7/2013 11:15:30 AM 9/7/2013 11:16 AM
PLAN SDRRTESTER Adair County IEP Accommodation 9/7/2013 11:10 AM 9/7/2013 11:10:03 AM 9/7/2013 11:10 AM
PLAN SDRRTESTER Adair County IEP Accommodation 9/7/2013 11:10 AM 9/7/2013 11:10:00 AM 9/7/2013 11:10 AM
PLAN SDRRTESTER Adair County Accountable School 9/7/2013 11:10 AM 9/7/2013 11:17:10 AM 9/7/2013 11:17 AM
PLAN SDRRTESTER Adair County NonParticipation 9/7/2013 11:10 AM 9/7/2013 11:17:04 AM 9/7/2013 11:17 AM
PLAN SDRRTESTER Adair County NonParticipation 9/7/2013 11:10 AM 9/7/2013 11:16:59 AM 9/7/2013 11:17 AM
PLAN SDRRTESTER Adair County NonParticipation 9/7/2013 11:10 AM 9/7/2013 11:16:52 AM 9/7/2013 11:17 AM
PLAN SDRRTESTER Adair County Accountable School 9/7/2013 11:09 AM 9/7/2013 11:16:43 AM 9/7/2013 11:17 AM
EXPL FieldTester Adair County NonParticipation 9/7/2013 11:00 AM 9/7/2013 11:00:01 AM 9/7/2013 11:00 AM
1 2 3
Save Excel
Save PDF
Filters

- If a change request has been denied, it will remain in the system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update, edit, and close changes submitted by school level users.

- Users should review Updated change requests – these are changes that cannot be approved without additional information as requested by OAA.
- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.



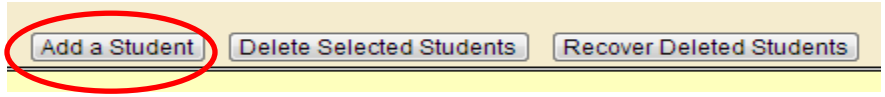
The accountable field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until the change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Rosters Change Listing on the home page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

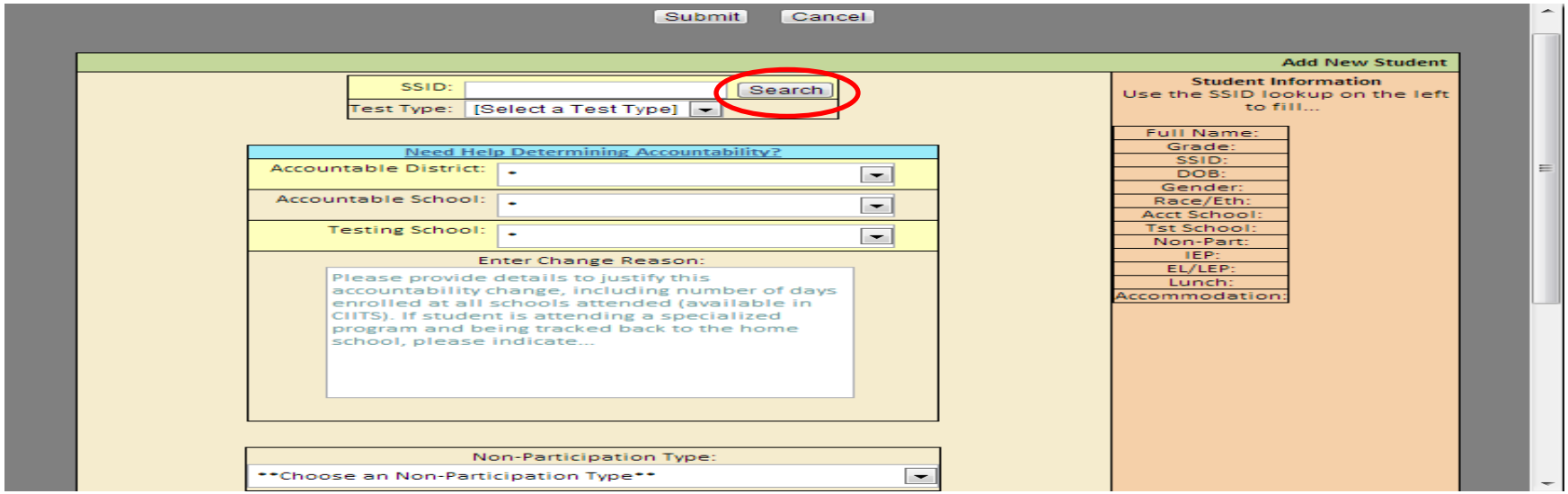
If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

Add a Student

1. Click on Add a Student at the bottom of the roster student listing.



2. Enter the student's SSID and click on Search:

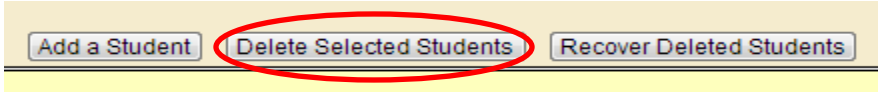


3. If the student is in Infinite Campus, the demographic information will be filled in automatically. If the student is not found by SSID, please double check to be sure the number is correct. If the student is a completely new enrollment in IC, the demographics will be available the following day. Click on the Submit button at the top or bottom to add the student to the roster student listing.
4. Select the test type from the drop down list.
5. Select the testing school if needed. If the user has district-level access, a Testing School must be selected using the dropdown.
6. If the student is testing at the school but would be accountable elsewhere, that can be requested at the same time the student is added by using the dropdowns below the SSID search. Accountability changes require OAA approval, and the student will show as LOCKED for accountability on the student listing until the change request is resolved.
7. If the student is enrolled but is not being assessed, Non-Participation can also be requested at the time the student is added.
8. Added students will now appear on the roster with an annotation that indicates when and by whom they were added to the roster.

Delete Student(s)

To delete a student or group of students from the testing roster:

- Annotate student to indicate why the record is being deleted.
- Click in the checkbox to the left of the name of the student(s) that should be deleted.
- Once all students to be deleted have been selected on the current page, click the Delete Selected Students button at the bottom of the screen.



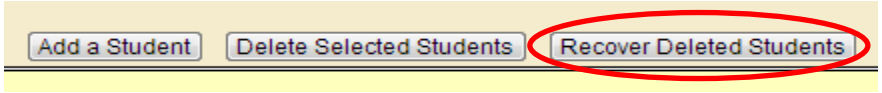
- Students can only be deleted from one page at a time.
- Some students, as shown below, do not have a checkbox. This is because the student was tested at another school, and only the testing school can delete a student record. If the accountability is incorrect, the accountable school may request a change but may not delete the record.

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
☐	No	PLAN	[redacted]	10	[redacted]	07/06/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
☐	No	PLAN	[redacted]	10	[redacted]	08/18/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
☐	No	PLAN	[redacted]	10	[redacted]	12/23/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
	No	PLAN	[redacted]	10	[redacted]	06/30/1997	M	Hisp: No Race: W	Adair County High School	Taylor County High School	-	Free	Yes	No	No
☐	No	PLAN	[redacted]	10	[redacted]	03/30/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Reduced	No	No	-

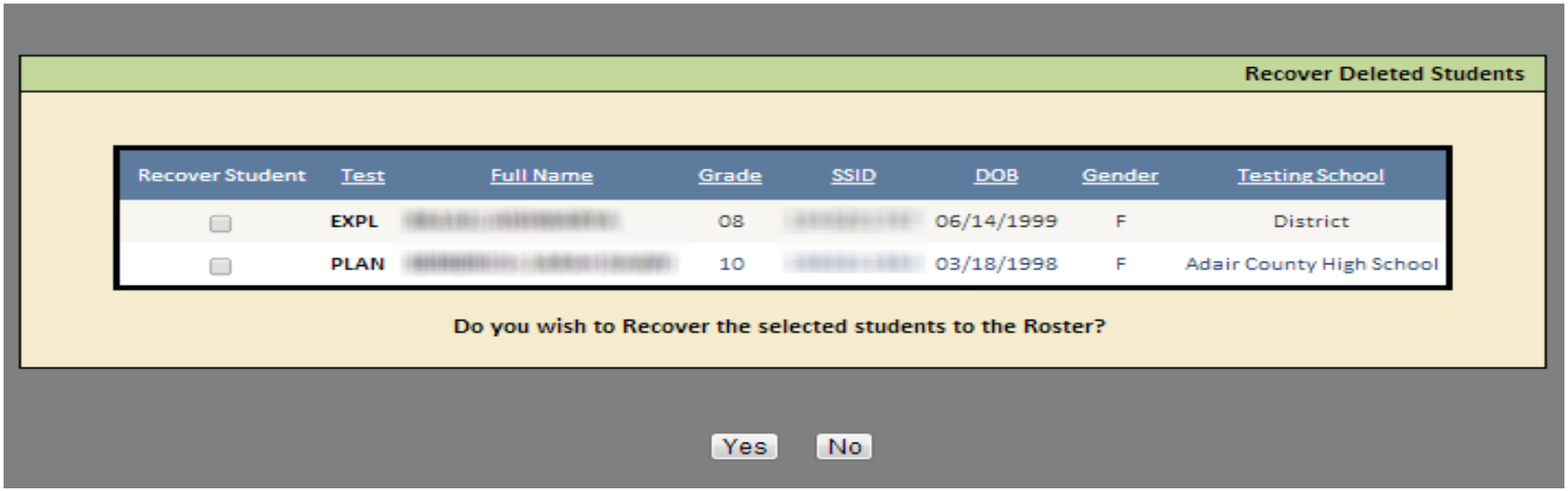
It is crucial that students who withdraw before the testing window or are not in the grade being assessed are deleted from the roster. Later during data review, students cannot be deleted but must be marked as non-participating. OAA appreciates school and district staff's work in ensuring that we have the most accurate rosters possible.

View/Retrieve Deleted Students

- Click on Recover Deleted Students at the bottom of the screen.

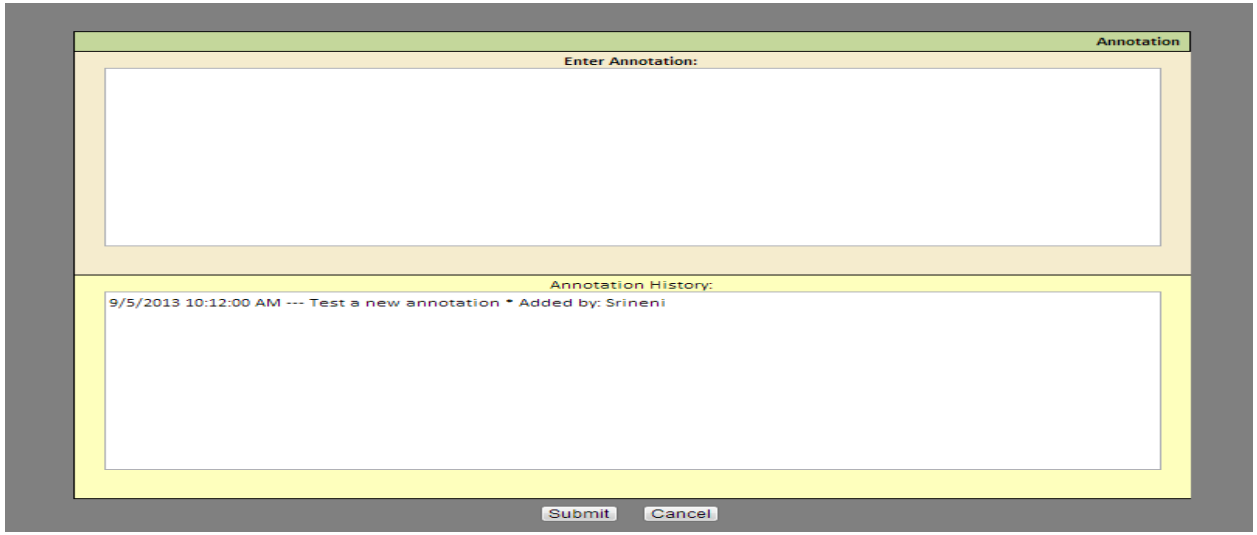


- You can restore individual students back to the roster by clicking the checkboxes on the left, and clicking Yes. Click on No to return to the roster student listing without recovering any students.



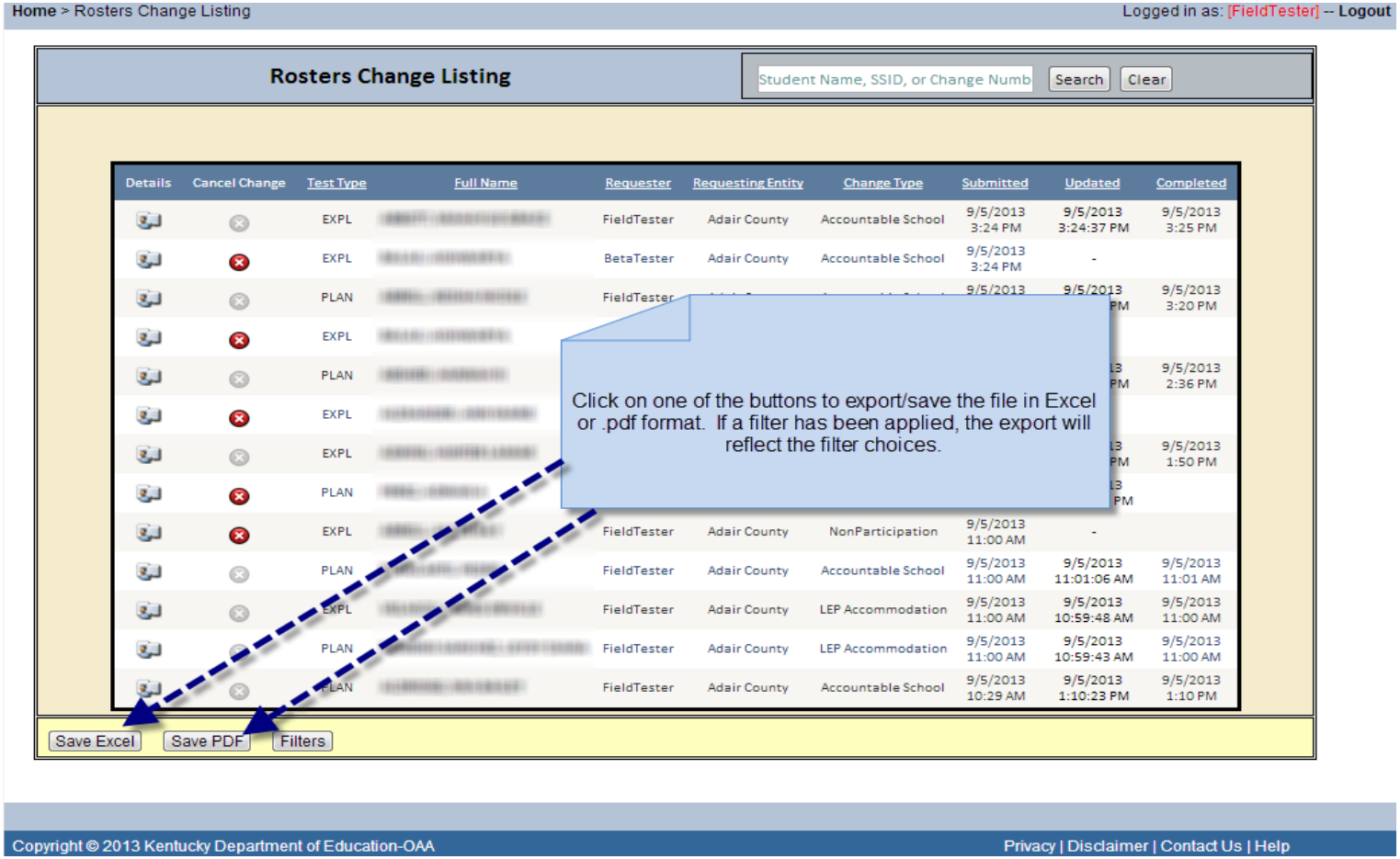
Annotations

- Double click on Yes or No in the student's row in the Annotation column. This is the indicator for whether a student has an annotation already.
- Click in the upper text area (under Enter Annotation), and type the information. The annotation field can be used to provide additional details about a non-participation request for school/district records, as well as other information. The lower text area (under Annotation History) shows any other annotations that have been made for the student. The annotation field should not be used to provide OAA with information about accountability changes or non-participation requests, as is not reviewed by OAA staff.



- Click Submit at the bottom to save your comments.
- Students with annotations will have Yes in the annotation column in the student list. Students who have been added to the roster will have an annotation indicating when and by whom they were added.
- Annotations should be used for items such as:
  - Reminder of testing irregularity - this may include student work ahead, interruption of assessment for tornado or fire alarm, etc.
  - Denote accommodations given on the Medical Emergency Form.
  - Any other information that may be pertinent for this student that school/district wishes to record.
  - Before deleting a student record.
  - Multiple annotations may be made if needed. Annotations may not be deleted.
  - Users may download a copy of the student roster with annotations included for a complete record.

Export to Excel or pdf

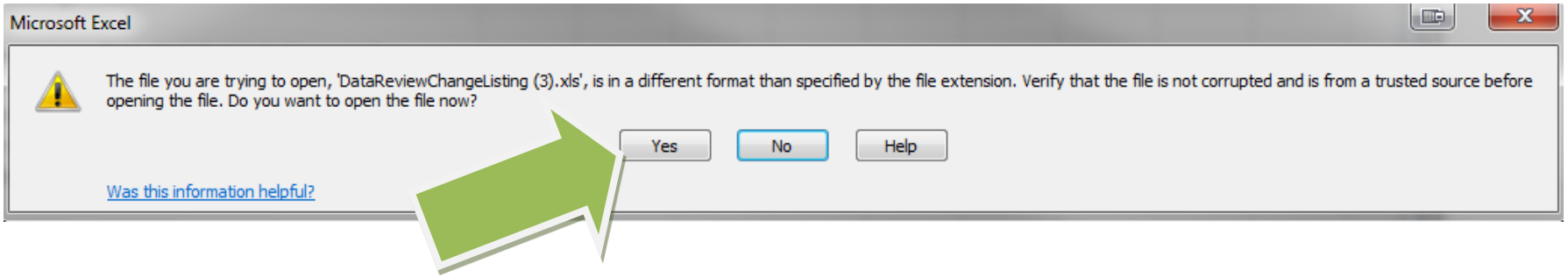


Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail KDEAssessment@education.ky.gov with any suggestions for improvement.

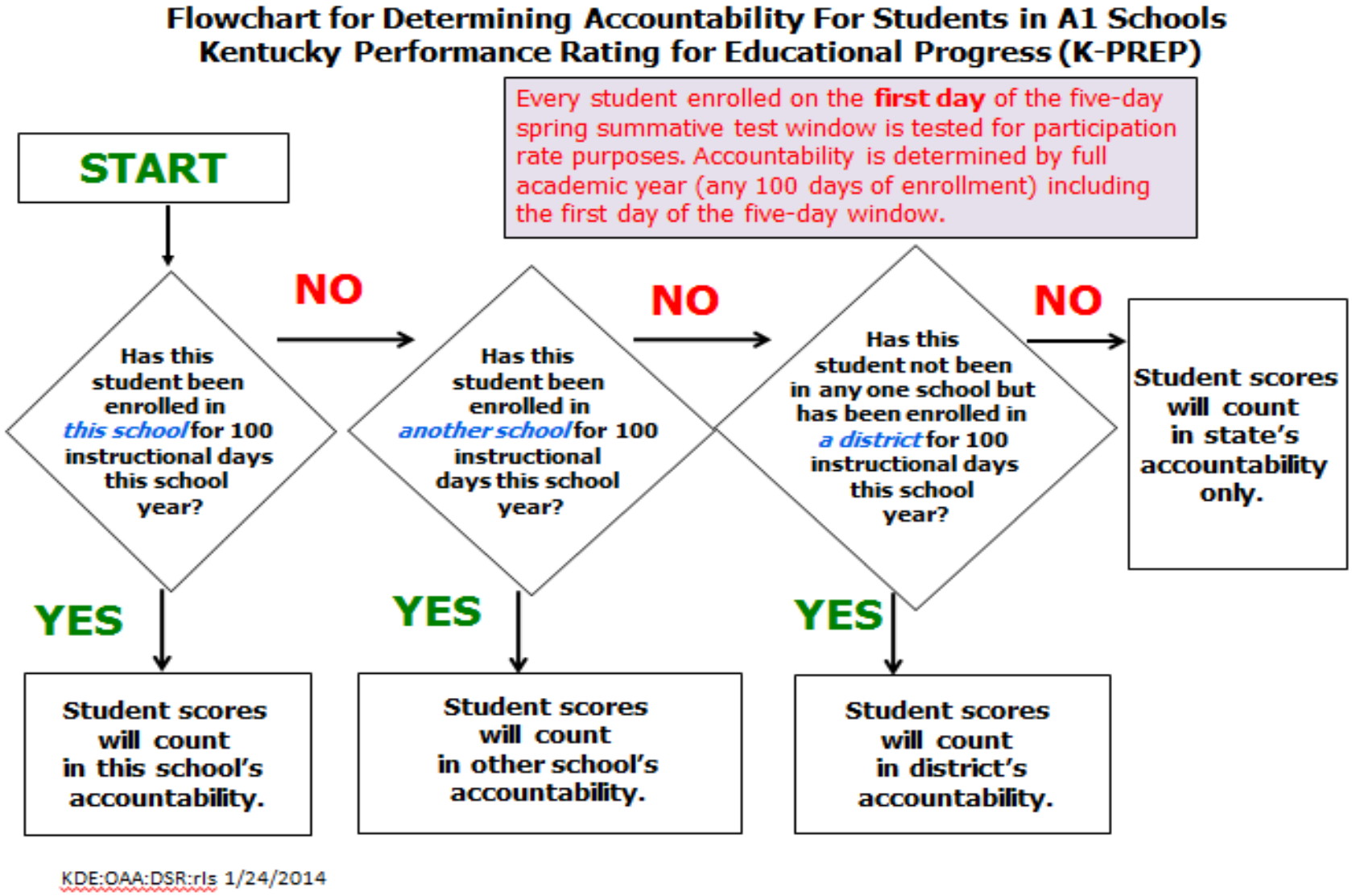
If you have Excel 2007 or later, you may see the following message when the file is opening:


Microsoft Excel
The file you are trying to open, 'DataReviewChangeListing (3).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No
Help
Was this information helpful?

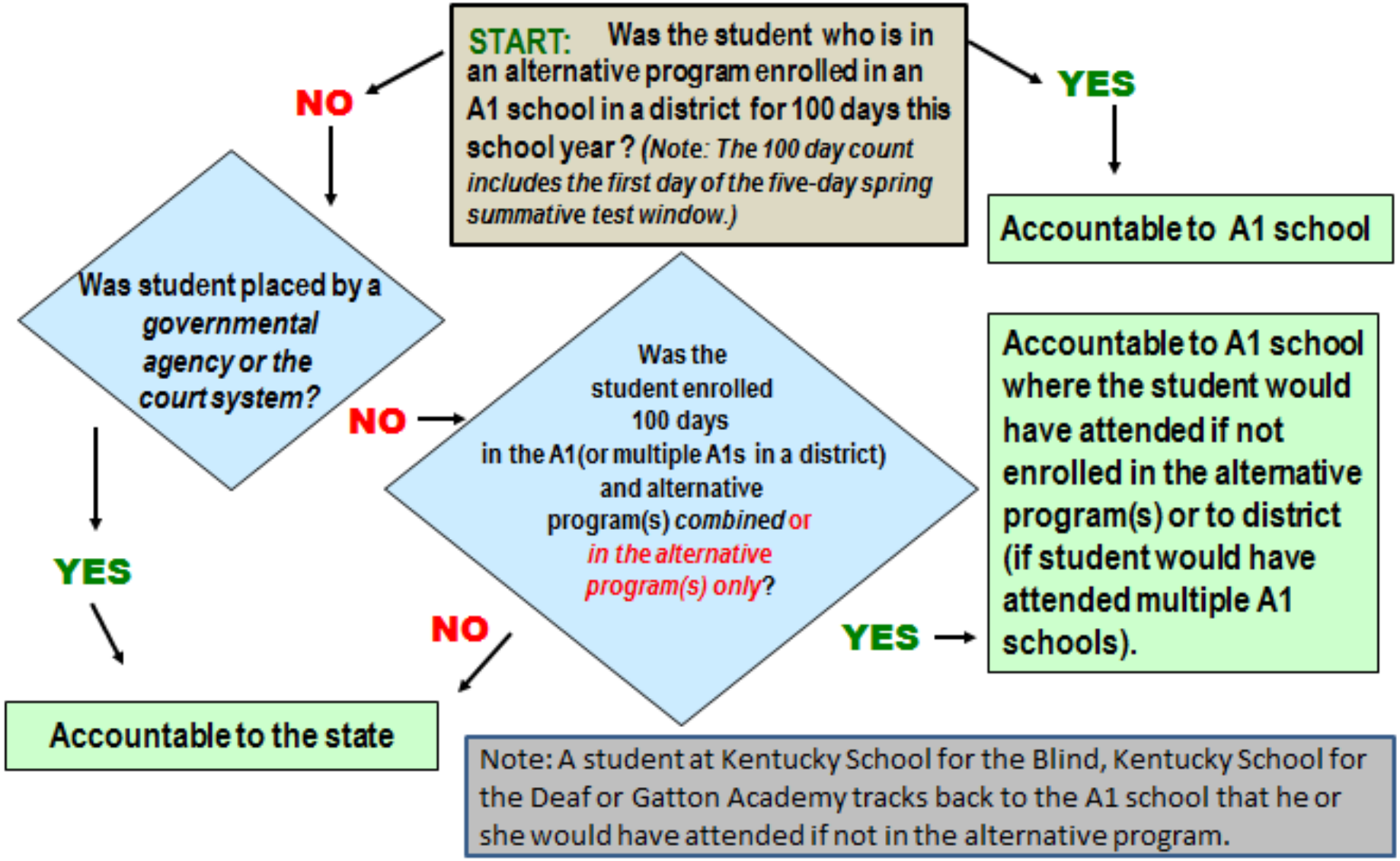
Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you should no longer see this message.

Determining Accountability

OAA has created an online decision tree to assist in determining correct accountability. It can be accessed at http://goo.gl/yx9DTj, and is available in SDRR as a link on the form to change accountability for a student.


Flowchart for Determining Accountability For Students in A1 Schools
Kentucky Performance Rating for Educational Progress (K-PREP)
Every student enrolled on the first day of the five-day spring summative test window is tested for participation rate purposes. Accountability is determined by full academic year (any 100 days of enrollment) including the first day of the five-day window.
START
Has this student been enrolled in this school for 100 instructional days this school year?
NO
Has this student been enrolled in another school for 100 instructional days this school year?
NO
Has this student not been in any one school but has been enrolled in a district for 100 instructional days this school year?
NO
Student scores will count in state's accountability only.
YES
Student scores will count in this school's accountability.
YES
Student scores will count in other school's accountability.
YES
Student scores will count in district's accountability.
KDE:OAA:DSR:rls 1/24/2014

Flowchart for Determining Accountability For Students in Alternative Programs
Kentucky Performance Rating for Educational Progress (K-PREP)


START: Was the student who is in an alternative program enrolled in an A1 school in a district for 100 days this school year? (Note: The 100 day count includes the first day of the five-day spring summative test window.)
YES
Accountable to A1 school
NO
Was student placed by a governmental agency or the court system?
YES
Accountable to the state
NO
Was the student enrolled 100 days in the A1 (or multiple A1s in a district) and alternative program(s) combined or in the alternative program(s) only?
YES
Accountable to A1 school where the student would have attended if not enrolled in the alternative program(s) or to district (if student would have attended multiple A1 schools).
NO
Note: A student at Kentucky School for the Blind, Kentucky School for the Deaf or Gatton Academy tracks back to the A1 school that he or she would have attended if not in the alternative program.